

*DDS&T*  
DDS&T-4122-69  
22 October 1969

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report  
July - September 1969

1. Attached are the quarterly reports from each Office within the Directorate of Science and Technology.
2. Directorate inactive records are being carefully screened for possible destruction or transfer in lieu of retiring them to the Archives and Records Center. There were approximately 80 cubic feet of records retired this quarter and 55 cubic feet of records destroyed at the Records Center. FMSAC destroyed 34 cubic feet of records and of this figure 15 cubic feet was the result of the microfilm project.
3. The microfilming cable project in the OSA/DDS&T is 95% complete. The 170 cubic feet of cables will be reduced to approximately  $1\frac{1}{2}$  to 2 cubic feet of microfilm. There are no other current microfilming projects in the Directorate but plans are being formulated in FMSAC to reduce their telemetry analogs files to automated microfilm aperture cards. Also in the next quarter a survey will be taken throughout the Directorate to ascertain what types of reports or publications would lend themselves to microforms.
4. Some Records Schedules items were amended and the O/DDS&T and OEL/DDS&T have completely revised the Records Schedules and they should have final approval in the next quarter.

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DDS&T Records Management Officer

Attachments:  
Office Quarterly Reports.